

CIVIL AIR PATROL
Hawaii Wing Headquarters
PO Box 29417
Honolulu, HI 96820

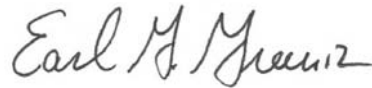
CAP REGULATION 52-16
Supplement 1
15 Sept 2007

Cadet Programs
REQUIRED STAFF TRAINING

CAPR 52-16, 1 October 2006, is supplemented as follows:

1. Cadets and seniors who serve on the staff of an encampment, cadet special activity, cadet leadership school, any cadet activity lasting four nights or longer, or at any other cadet activity designated by the wing commander, will complete Required Staff Training (RST).
2. The activity director, deputy activity director or member selected by the wing commander will conduct RST in accordance with CAPR 52-16, paragraph 1-4d and CAPP 52-12, Required Staff Training.
3. All staff members must complete RST before participating at the activity.
4. Personnel will complete RST each time they serve on staff at one of the activities listed in paragraph 1. All staff will participate in the development of an ORM Assessment & Mitigation Plan (see attachment 1).
5. The activity director will submit a roster (see attachment 2) listing those who have completed the RST as well as a summary of the ORM (attachment 1 may be used for this purpose) to the Wing Director of Cadet Programs within ten days of completing the activity.
6. The roster and ORM summary will be retained by Wing HQ for three years.

OFFICIAL



EARL G. GREENIA, Colonel, CAP
Commander

Supersedes any previous CAPR 52-16, HIWG Supplements
OPR: CP
Distribution: In accordance with CAPR 5-4

Attachment 1: Operational Risk Management Assessment & Mitigation Plan

[illegible]

Attachment 2: Roster of Members Completing Required Staff Training

Activity	
Activity Location	
Dates of Activity	
Activity Director	

Activity Staff completing RST:

Name	CAPID#	Rank	Staff Position

I certify that the above activity staff have completed RST in accordance with CAPR 52-16, paragraph 1-4d and CAPP 52-12, Required Staff Training.

Signature of Activity Director (or designee)

Date